

Local Public Agency Name: *City of Indianapolis*
Posting Date: *03/28/11*

Request for Proposals Notification

Title: *Completion of a complete sign Inventory and pavement condition survey for residential streets within the corporate limits of Indianapolis, Indiana.*

Project Location: *All street signs within the corporate limits of the City of Indianapolis, IN. Pavement condition survey for all residential streets within the corporate limits of Indianapolis.*

Response Due Date and Time: *No later than 5:00 pm (EST) on Friday, April 15, 2011*

This Request for Proposals (RFP) is official notification of needed professional services. This RFP is being issued to solicit a letter of Interest (LoI) and other documents from firms qualified to perform engineering work on federal aid projects. A submittal does not guarantee that the firm will be contracted to perform any services but only serves notice that that firm desires to be considered.

Contact for Questions: *Nathan Sheets
City of Indianapolis Department of Public Works
1200 S. Madison Avenue
Suite 200
Indianapolis, IN 46225
(317)327-8481*

Submittal requirements:

1. Letter of Interest – 5 Copies (required content and instructions follow)
2. One (1) signed Affirmative Action Certification and associated required documents for all items.

Submit To: *Nathan Sheets
City of Indianapolis Department of Public Works
1200 S. Madison Avenue
Suite 200
Indianapolis, IN 46225
(317)327-8481*

Selection Procedures:

Consultants will be selected for work items further described herein, based on the evaluation of the Letter of Interest (LoI) and other required documents. The Consultant Selection Rating Form that will be used to evaluate and score the submittals is included for your reference. Final selection ranking will be determined by the weighted score totals with the highest score being the top ranked firm.

To be eligible for consideration the prime consultant must be prequalified by INDOT.

Requirements for Letters of Interest (LoI)

A. General instructions for preparing and submitting a Letter of Interest (LoI).

1. Provide the information as set out in Item B below, in the same order listed, signed by an officer of the firm. Scanned signed documents or electronically applied signatures are both acceptable. Do not send additional forms, resumes, brochures, or other material unless otherwise noted in the item description.
2. LoI's shall be limited to twelve (12) 8 ½" x 11" pages that include Identification, Qualifications and Key Staff and Project Approach.
3. LoI's must be received not later than "Response Due Date and Time" as shown in the RFP header shown above. Responses received after this deadline will not be considered. Submittals must include all required attachments to be considered for selection.

B. Letter of Interest Content

1. Identification, Qualifications and Key Staff

- a. Provide the firm name, address of the responsible office from which the work will be performed and the name and email address of the contact person authorized to negotiate for the associated work.
- b. List all proposed sub consultants, their DBE status, and the percentage of work to be performed by the prime consultant and each sub consultant. (See Affirmative Action Certification requirements below.) A listing of certified DBE's eligible to be considered for selection as prime consultants or sub-consultants for this RFP can be found at the "Prequalified Consultants" link on the Indiana Department of Transportation (INDOT) Consultants Webpage. (<http://www.in.gov/indot/6813.htm>).
- c. List the Project Manager and other key staff members, including key sub consultant staff and include the percent of time the project manager will be committed for the contract, if selected. Include project engineers for important disciplines and staff members that will be responsible for the work. Address the experience of the key staff members on similar projects and the staff qualifications relative to the required item qualifications.

- d. Describe the capacity of consultant staff and their ability to perform the work in a timely manner relative to present workload.

2. Project Approach

- a. Provide a description of your project approach relative to the advertised services. For project specific items confirm that the firm has visited the project site. For all items address your firm's technical understanding of the project or services, cost containment practices, innovative ideas and any other relevant information concerning your firm's qualifications for the project.

Requirements for Affirmative Action Certification

A completed Affirmative Action Certification form is required for all items that identify a DBE goal. The consultant must identify the DBE firms with which it intends to subcontract, include the contract participation percentage of each DBE and list what the DBE will be subcontracted to perform on the Affirmative Action Certification Form. **Copies of DBE certifications, as issued by INDOT, for each firm listed are to be included as additional pages after the form.**

If the consultant does not meet the DBE goal, the consultant must provide documentation in additional pages that evidences that it made good faith efforts to achieve the DBE goal. Please review the DBE program based on any goals set and complete the DBE Affirmative Action Certification form as applicable. What constitutes good faith efforts is explained in detail within the DBE program information referred to above. If no goal is set then no Affirmative Action Certification form is required. Indiana Department of Transportation's (INDOT) DBE Program Information is available at the Indiana Department of Transportation's website.

A listing of certified DBE's eligible to be considered for selection as prime consultants or sub-consultants for this RFP can be found at the "Prequalified Consultants" link on the Indiana Department of Transportation (INDOT) Consultants Webpage. (<http://www.in.gov/indot/6813.htm>).

DBE subcontracting goals apply to all prime submitting consultants, regardless of the prime's status of DBE.

Work item details:

City of Indianapolis

Project Location: *City / County Wide*

INDOT District covering project: *Greenfield*

INDOT Des#: (if known) *1172118*

Project Phases Included: *Data Collection and Inventory*
(Example: preliminary engineering, right of way, construction engineering)

Project Description: *The completion of a sign inventory for all signs within the corporate boundary of Indianapolis, IN and pavement conditions survey for all residential streets in the corporate boundaries of Indianapolis, IN. See supplemental information for details on sign inventory and pavement conditions survey.*

Estimated Construction Amount: *N/A*

Funding: *90% Federal, 10% Local*

Term of Contract: *From date of agreement with selected consultant in 2011 until completion of sign inventory.*

DBE goal: *7 %*

Required Prequalification Categories:
(List required prequalification categories)

Must be a prequalified consultant with the State of Indiana. No specific prequalification categories required.

LPA Consultant Selection Rating Sheet

Sample:

RFP Selection Rating for _____		Des. No. _____			
(City, County, Town, etc.) - or - (Local Public Agency)					
Consultant Name: _____		Services Description: _____			
Evaluation Criteria to be Rated by Scorers					
Category	Scoring Criteria	Scale	Score	Weight	Weighted Score
Past Performance	Performance evaluation score averages from historical performance data.				
	Quality score for similar work from performance database.			6	
	Schedule score from performance database.			3	
	Responsiveness score from performance database.			1	
Capacity of Team to do Work	Evaluation of the team's personnel and equipment to perform the project on time.				
	Availability of more than adequate capacity that results in added value.	1		20	
	Adequate capacity to meet the schedule.	0			
	Insufficient available capacity to meet the schedule.	-1			
Team's Demonstrated Qualifications	Technical expertise: Unique Resources that yield a relevant added value or efficiency to the deliverable.			15	
	Demonstrated outstanding expertise and resources identified for required services for value added benefit.	2			
	Demonstrated high level of expertise and resources identified for required services for value added benefit.	1			
	Expertise and resources at appropriate level.	0			
	Insufficient expertise and/or resources.	-3			
Project Manager	Predicted ability to manage the project, based on: experience in size, complexity, type, subs, documentation skills.			20	
	Demonstrated outstanding experience in similar type and complexity.	2			
	Demonstrated high level of experience in similar type and complexity.	1			
	Experience in similar type and complexity shown in resume.	0			
	Experience in different type or lower complexity.	-1			
	Insufficient experience.	-3			
Approach to Project	Project Understanding and Innovation that provides cost and/or time savings.			15	
	High level of understanding and viable innovative ideas proposed.	2			
	High level of understanding of the project.	1			
	Basic understanding of the project.	0			
	Lack of project understanding.	-3			
Location	Location of assigned staff office relative to project.			5	
	Within 50 mi.	1			
	51 to 150 mi.	0			
	151 to 500 mi.	-1			
	Greater than 500 mi.	-2			
		Weighted Sub-Total:			
<p>It is the responsibility of scorers to make every effort to identify the firm most capable of producing the highest quality deliverables in a timely and cost effective manner without regard to personal preference.</p> <p>I certify that I do not have any conflicts of interest associated with this consultant as defined in 49CFR18.36.</p> <p>I have thoroughly reviewed the letter of interest for this consultant and certify that the above scores represent my best judgment of this firm's abilities.</p>					
		Signature: _____			
		Print Name: _____			
		Title: _____			
		Date: _____			
(Form Rev. 3-30-10)					

Request for Proposals Bulletin_____

Project_____

AFFIRMATIVE ACTION CERTIFICATION FOR DBE

I hereby certify that my company intends to affirmatively seek out and consider Disadvantaged Business Enterprises (DBEs) certified in the State of Indiana to participate as part of this proposal. I acknowledge that this certification is to be made an integral part of this proposal. I understand and agree that the submission of a blank certification may cause the proposal to be rejected. I certify that I have consulted the following DBE website to confirm that the firms listed below are currently certified DBEs:

https://financial.gmis.in.gov/psc/guest/EMPLOYEE/ERP/c/SOI_APPS_MWBE.SOI_DBE_CERT.GBL?&

I certify that I have contacted the certified DBEs listed below, and if my company becomes the CONSULTANT, these DBEs have tentatively agreed to perform the services as indicated.

I understand that neither my company nor I will be penalized for DBE utilization that exceeds the goal. After contract award, any change to the firms listed in this Affirmative Action Certification to be applied toward the DBE goal must have prior approval by INDOT's Economic Opportunity Division.

SUBCONSULTANTS**DBE SUBCONSULTANTS TO BE APPLIED TOWARD GOAL**

Certified DBE Name	Service Planned	Estimated percentage to be paid to DBE*

DBE SUBCONSULTANTS TO BE USED BEYOND GOAL

Certified DBE Name	Service Planned	Estimated percentage to be paid to DBE*

Estimated Total Percentage Credited toward DBE Goal:_____

Estimated Percentage of Voluntary DBE Work Anticipated over DBE Goal:_____

Name of Company:_____

By:_____ Date:_____

*It is understood that these individual firm percentages and dollar amounts are estimates only and that amounts paid may be greater or less as a result of negotiation of the contract scope of work. My firm will use good faith efforts to meet the overall DBE goal through the use of these or other certified and approved DBE firms.

SCOPE OF WORK

DPW is seeking a professional consultant to complete a field data collect in support of three separate asset inventories. One inventory will include street signs required to comply with the Federal Highway Administration's (FHWA) MUTCD requirements and their new retro-reflectivity requirements. A second inventory will consist of pavements and will support a Physical Condition and Ride Quality inspection of the City's residential streets (~2,200 miles). The third inventory will consist of "other" municipal assets located within the entire city street network (~ 3,200 miles) rights-of-ways. Such "other" asset will include such things as trees, sidewalks, curb cuts, pavement striping, overhead clearances, guardrail, traffic signals, location of bridges, railroads, culverts turn lanes and other physical assets as needed. Once these inventories are completed, the successful consultant will be required to assist in loading the new data into the City's existing Oracle database. Upon completion of the field data collection, the successful consultant will extract the appropriate features/attributes and populate the city's geographic information system/CMMS.

It is the Consultant's responsibility to be familiar with these specifications and any guidelines provided and to follow them in preparation of this data collection for this effort.

While a specific collection methodology is not being dictated, it is assumed the successful vendor will present a mobile data collection methodology. In addition, it is further assumed that the successful vendor will present, as a minimum, a semi-automated means of extracting features from the collected field data. Finally, it is assumed that the successful vendor will present a field data collection methodology that minimizes the number of mobilizations/demobilizations and/or passes in an effort to streamline the process. Further, it is required that the vendor demonstrate that their methodology will allow DPW to collect other asset inventories including trees, sidewalks, curb cuts, pavement striping, overhead clearances, and traffic lights without deploying additional field personnel to collect data

Sign Inventory

The completion of a sign inventory and preparation of required drawings, documents, etc. to receive competitive proposals thru INDOT's letting process.

The Consultant chosen shall:

1. Build an inventory of signs located within City of Indianapolis DPW road right-of-ways.

The following attributes will be captured for each sign:

- a. Positional Accuracy – An x, y, and z coordinate accurate to +/- 0.25 feet.
- b. Date/Time – date and time Coordinates were captured.
- c. Sign ID Unique Identifier – work with DPW to develop or utilize unique Sign IDs consistent with the existing Hansen IMS maintenance management package.
- d. Post ID Unique Identifier - work with DPW to recommend and establish an appropriate numbering scheme for all posts.
- e. Sign Type – MUTCD designations or custom designations for specialized signs.

- f. Retro-reflectivity – calculate reflectance for each sign in a manner supported using FHWA's MUTCD Standards
 - g. Sign Orientation – compass direction of the sign face.
 - h. Mounting Type - spanwire, cantilever, U-iron, square post, etc...
 - i. Position (overhead, center, left or right of road centerline).
 - j. Sign Photos - video generated still picture.
 - k. Size - assumed sign dimensions using standard specifications from DPW.
 - l. Life Cycle Status and Condition – record the current sign panel condition based on guidelines established by DPW.
2. All sign inventory and assessment activities must be completed during daylight hours..
3. During performance of the project all data will be hosted on an internet-based sign management system to be used by DPW to perform QA/QC and deliverable acceptance. This site must have the following capabilities:
 - a. Internet site shall be constructed on a base map provided by DPW.
 - b. The base map shall indicate all applicable roadways within the DPW right-of-way and shall designate such roadways by proper name.
 - c. Internet site shall include navigation capabilities to pan and zoom different views at various locations and resolutions on the base map.
 - d. Internet site shall be a secure site, accessible from a typical personal computer and shall be accessible by password only. Passwords shall be granted to individuals at the DPW's discretion.
 - e. Internet site shall exhibit click and drag capability to allow the user to select a project feature.
 - f. Within the data table, there shall be the ability to link a photograph associated to that specific feature.
 - g. All tabular data shall be downloadable into a format consistent with Microsoft Excel or comma separated values (CSV).
 - h. The web-based sign database shall include a search function that queries the data by, but not limited to, MUTCD type, sign and post ID, current condition assessment, and sign age. Results of the search shall be plotted on the map and displayed as tabular data.
 - i. The web-based sign database shall have custom text fields that DPW deems necessary.
 - j. The web-based sign inventory shall be fully functional within 60 working days of the Notice to Proceed on the contract and after receipt of the base map provided by DPW.
 - k. Data in the web-based sign inventory shall be updated on a bi-weekly basis to report progress of work on the contract.
 - l. If at any time during the contract DPW requests the data files, the Consultant shall provide them within 5 days from the request. At the termination of the contract the contractor shall provide all of DPW's data in a format consistent with:
 - ESRI Geo-database
 - Microsoft Access
 - Microsoft Excel

4. Substantially complete the work described above within 180 days and deliver nighttime assessment data within 365 days from the project kick-off date.
5. Upon completion of the data collection and sign inventory post processing work, provide DPW with a secure website database containing the inventory for its use and management of traffic signs.

Pavement Condition Survey

The primary objectives of the pavement condition survey are to: (1) perform a semi-automated Pavement Condition Index (PCI) survey of the City's roadway pavements per ASTM D6433; and (2) profile the City's roadways per ASTM E950 and compute International Roughness Index (IRI) values per ASTM E1926. The City is aware that ASTM D6433 currently applies to manual PCI surveys; therefore, respondents shall describe their ASTM D6433-based PCI methodology and related quality control and quality assurance procedures in their responses. The PCI survey shall be performed by trained and experienced PCI inspectors on collected high resolution pavement images. (3) Inspection of curbs and sidewalks which consists of evaluation of various distresses to provide the City the opportunity to assign each asset a condition rating on a 5 point scale. Manual (i.e., "walking") PCI inspection approaches shall not be considered.

1. Automated Pavement Survey Equipment (APSE) and Software: The Consultant shall utilize a vehicle-based, automated pavement survey equipment (APSE) system. Minimum component and functional requirements of APSE systems are described below:

- a. Right-of-Way (ROW), forward-facing imaging cameras:
 - a. Minimum of 1 forward-facing camera
 - b. Minimum camera resolution of 1300 x 1028 pixels
 - c. Maximum image collection interval: 0.005 mi (26.4 ft)
- b. Downward Imaging Camera System:
 - a. Shall have a minimum transverse resolution of 4096 pixels (12 FT)
 - b. Shall have continuous longitudinal collection
 - c. Shall be able to resolve 1 mm width cracks at 60 mph
 - d. Shall be immune to daylight shadows
- c. Road Surface Profiler (RSP):
 - a. Shall meet both AASHTO PP 49 and ASTM E950 Class 1 laser profiler requirements for obtaining data for International Roughness Index (IRI) calculations and rutting measurements
 - b. Respondents shall provide documentation of meeting Class 1 from a State Highway Agency for a minimum of 5 years running
 - c. Shall be able to report IRI and rutting values in both wheelpaths
 - d. Shall possess proven "Stop-and-Go" profiling capabilities
 - e. Respondents shall provide documentation of their "Stop-and-Go" profiling capabilities

d. **Data Processing/Viewing Software:** Respondents shall provide the City with a data viewing software solution. Respondents shall describe their solution in their responses.

2. **Data Collection Approach:** The Consultant shall describe in detail their data collection approach in their responses and be prepared to demonstrate the procedure to the satisfaction of the City and demonstrate that the data collection will conform to ASTM D6433, AASHTO PP 49, ASTM E950, and ASTM E1926. Data collection approaches shall meet the following minimum requirements:

- a. Respondents shall submit a quality control program at the start of field data collection to compare the device sensor outputs to ground truth measurements verifying the systems accuracy.
- b. Pavement condition data shall be collected using an APSE vehicle traveling at posted roadway speeds.
- c. No additional traffic control shall be required for data collection.
- d. Data collection shall occur during daylight hours.
- e. APSE vehicles shall be capable of storing all images and sensor data on removable electronic media that can be transferred to the City for review.
- f. Respondents shall develop a pilot study and complete a minimum of ten sections of pavement on ten separate roads.

3. **Data Entry:** The City shall provide the Consultant with a data transfer format so that collected pavement condition survey data and analyzed results may be entered into the City's existing pavement management system.

4. **Digital Imagery:** As part of the project deliverable, the Consultant shall collect downward-looking black-and-white digital pavement imagery and forward-looking full-color digital roadway imagery of the City's roadway network. The imagery shall be viewable as high-resolution JPG image format. The Consultant shall provide all necessary hardware and software for DPW to view all pavement and roadway imagery.